



13 November 1970

25X1  
Mr. Coffey via Mr. [redacted]

I recommend your approval of the attached. I believe, however, that the following should be examined as possible means of relief on our space shortage:

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a. Movement of the Historical Staff to [redacted] and an examination of other Washington components who could benefit by being contiguous to the Records Center.

25X1  
b. Movement of some of the Washington-based OTR personnel to [redacted] where we have 4,000 square feet of unused space in the Administration Building. Additional space could be made available at [redacted] through better utilization of classroom facilities.

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c. A review of the 47,000 square feet of training classroom space in the Washington area should produce some dividends.

d. Likewise, a system for controlling the 36,000 square feet of space in Washington devoted to conference rooms should result in space savings.

I suggest that we let Plan ZEBRA shake out first before considering the desirability of asking OL to tackle additional space studies.

A handwritten signature in black ink, appearing to read "JHP".  
JHP

Att:

DD/S 70-4492 re Study of DDS&T Space Requirements Applicable to OCS

